

DEVELOPMENT REVIEW GUIDE

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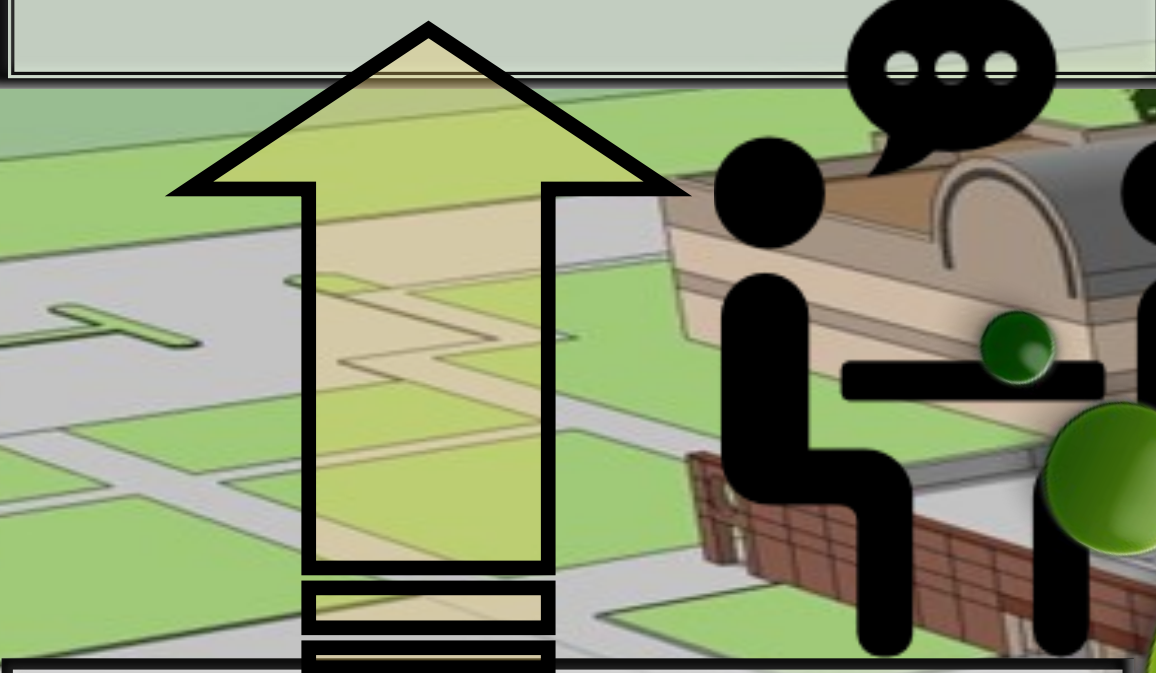
DEVELOPMENT GUIDE: PRE-DEVELOPMENT CONFERENCE



Does your proposed use meet Zoning and Subdivision approval?

Pre-Development MEETING:

The Project Planner will facilitates the meeting. Meeting begins with the introduction of City staff present and their roles in the process, followed by introduction of the applicants and their representatives and their roles in the process. The applicant should display a conceptual site plan and/or plat of their project. A **meeting agenda and checklist** will be used to ensure applicable information is discussed and provided. The Project Planner provides the available documents to fellow staff members invited to the meeting; for maintaining a record of the meeting; preservation of information received at the meeting; and for delivery of information to be exchanged after the meeting. Vital Information is normally forwarded to the applicant within one working day after the conclusion of the pre-meeting.



GROUND 1:

SET UP A MEETING: Initially, a customer will call or walk in either requesting information on a particular tract of land or requesting that they speak with the City regarding their plans to develop or redevelop a site. When speaking with the customer, it is best to gather as much information about their plans as possible to determine whether or not the tract of land may need to be rezoned, and so the Project Planner can be better prepared for the second encounter. Upon receipt of a meeting request form, the Office Manager will set



up a pre-application/development meeting with the customer. Project Planner should verify with the applicant the scheduled meeting day and time.

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DEVELOPMENT GUIDE: INITIAL CONTACT

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DEVELOPMENT GUIDE: ZONING CHECK-POINT

Zoning Map Amendment or Specific Use Permit Application Process

Calendar scheduling of Planning & Zoning Commission meetings including the dates for submission of applications for each such meetings is posted on the City's website. Applications for rezoning are to be received during the published submission week until 10 a.m. on the Friday of each submission week for the applicable Planning & Zoning Commission meeting.

Application submittals, are received with applicable fee payments. Planners assist Office Manager in setting up applications in permitting software and adjusting fees for the project. The fees are delivered to a Permit Service Representative for deposit and issuance of a receipt.

Office Manager prepares a calendar for the review of the applications, a list of the applications, and forwards a copy to the representatives of Planning, Public Works, Engineering and Legal. A Staff meeting is scheduled to review and discuss the applications on the Monday following the Friday of submission week; representatives of Planning, Public Works, Engineering and Legal are in attendance. At the conclusion of the review meeting, the Project Planner notifies the applicant of the decision of the review meeting relative to the application.

Applications are assigned to a project planner and is checked for completeness. 200-foot public notices are then prepared and mailed (This process utilizes ArcMap and County Appraisal District data for property ownership information.) Such notices are mailed before the 10th day before the date of the public hearing on the application before the Planning & Zoning Commission.

Project Planner reviews application in accordance with Comprehensive Plan, the City's Strategic Plan, the Zoning and Subdivision Ordinances, the thoroughfare plan, other relevant ordinances, the Administrative Platting Manual and adjacent zoning districts and adjacent uses. Project planner collects comments from the Engineering Division and Fire Marshal for inclusion in the staff report.

Project Planner provides additional background information, including obtaining site pictures and an ortho map to Office Manager for preparation for the packet that will be distributed to the Planning and Zoning Commission, to the City Manager, Assistant City Manager, Economic Development Director and Legal. The Planning and Zoning Commission conducts the hearing and makes recommendation for action to the City Council. That recommendation and record of proceeding is forwarded to City Council for final action. If approved, Zoning map is amended.

If your proposed use meets Zoning and Subdivision approval, you may proceed to Permit Application

Building Permit Review Process:

Architectural Design Reviews can be done in conjunction with a building permit review. A separate application and separate fee are required.

Commercial Project Permit applications are submitted to the Inspections and Permitting office and placed in the Project Log Folder, and Permit Service Representatives notify development review team of receipt of a permit application as well as timeframe by which review should be completed (**15 business days for Commercial reviews**).

The development review team (DRT) (Project Planners, City Engineering Staff, Commercial Plan Reviewers, Fire Marshal, Building and Health Inspectors) reviews applications in accordance with the applicable Building and Fire Codes, City Ordinances including, Architectural Design Standards, Zoning and Subdivision Ordinances and the Administrative Platting Manual. Reports are saved in the project folder.

Permit Service Representatives notify the applicant of receipt of review comments and requests that resubmittals must be submitted in the same manner as original application and will be reviewed by the DRT with revision review comments due in **7 business days** in same manner as above.

If final approvals are granted completely by the DRT, the application is deemed approved and a permit is issued. Final fees due is given at that time with instructions on receiving final permit. A pre-construction meeting is scheduled. Permit Service Representatives notify development review team of the Pre-Construction Meeting.

NOTE: ALL PLAT RECORDATION MATERIALS MUST BE PROVIDED TO THE CITY PRIOR TO ANY BUILDING PERMIT BEING ISSUED.

Note: Residential Housing Review: Planners coordinate with building inspectors and Permitting Division and assists with questions or clarifications of zoning and/or recorded plat requirements for construction on a subdivision or lot.

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DEVELOPMENT GUIDE: BUILDING PERMIT APPLICATION CHECKPOINT

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DEVELOPMENT GUIDE: SUBDIVISION PLATTING CHECK-POINT

Subdivision Plat Submission Process:

Applicant obtains and follows the instructions of the Plat Submittal Packet which includes the submittal calendar reflecting the scheduling of Planning & Zoning Commission meetings and the dates for submission of applications for each such meeting. The calendar is posted and made available on the City's website at www.missouricitytx.gov under the Development Services Department/Planning and Zoning webpage.

Applications for platting are to be received during the published submission week until 10 a.m. on the Friday of each submission week for the applicable Planning & Zoning Commission meeting. The Planning Division Staff receives application submittals, and applicable fee payments.

A staff meeting to review and discuss the applications is held on the Monday following the Friday of submission week by representatives of Planning, Public Works, Engineering and Legal. At the conclusion of the review meeting, the Project Planner notifies the applicant of the decision of the review meeting relative to the application.

Project Planner checks application submittal for completeness. Application is reviewed in accordance with Comprehensive Plan, the City's Strategic Plan, the Zoning and Subdivision Ordinances, the thoroughfare plan, other relevant ordinances, the Administrative Platting Manual and adjacent zoning districts and adjacent uses. Project planner collects comments from the Engineering Division and Fire Marshal for inclusion in draft of the staff memo. Project Planner finalizes the staff memo and obtains both the City Engineer and Development Director's signatures.

Office Manager prepares the agenda for the Planning & Zoning Commission meeting and timely posts the same. The staff memo is added to rest of packet materials for distribution in the packet. Project Planner sends scanned version of signed report and copy of meeting agenda to applicant.

Office Manager assembles the packet for each Planning & Zoning Commission meeting for delivery on the Friday before the scheduled meeting. Project Planner prepares any additional materials for presentations and presents the application to the Planning and Zoning Commission.

Project Planner tracks the submittal of any revisions by the applicant. Project Planner maintains all revisions by date received. Project Planner notifies the Engineering Division and Fire Marshal as applicable when revisions are received. Project Planner notifies applicant of status of revisions within 5 business days.

If a final plat has been fully approved, Project Planner notifies applicant to submit mylar(s) for signature. Commissioner(s) signature is obtained typically on Wednesday of each week for which a mylar has been received.

Project Planner notifies applicant once mylar(s) have been signed. Project Planner reminds applicant of Final Documents required once mylar has been recorded.



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DEVELOPMENT GUIDE: FINAL APPROVAL/FINAL OCCUPANCY

FINAL INSPECTIONS:

Final Inspections by the Building Permits & Inspections Division triggers this stage. This certificate is the final sign-off which allows your to occupy the building.



PRE-CONSTRUCTION MEETING:

A Pre-construction meeting is facilitated by the Building Official, Deputy Building Official and/or a building inspector prior to the issuance of permits for construction. Planners may attend this meeting to meet the General Contractor for a project and remind the GC of necessary Planning inspections including mock-wall and final. Project Planner may provide GC with contact information for questions on Planning related items.

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DEVELOPMENT GUIDE: CONSTRUCTION / INSPECTIONS COORDINATION